



Assistant Library Director

Library Department

Minimum qualifications include a Master's Degree in Library Science, plus four years of progressively responsible library administration experience including at least one year in a supervisory capacity. Salary is \$60,679 plus benefits.

Applicants should submit an application and letter of interest to:

Town of East Hartford
Human Resources Department
740 Main St.
East Hartford, CT 06108

This posting will remain open until sufficient applications are received

The Town of East Hartford is an Equal Opportunity Employer.

TOWN OF EAST HARTFORD

TITLE: Assistant Library Director

GRADE: 108

DEPARTMENT: Library

DATE: 11/12/02

GENERAL DESCRIPTION:

This is very responsible administrative work involving assisting in the direction of the library and supervising all major divisions of library services, including adult/young adult services, technical services and children's services.

Work involves the responsibility for assisting the Library Director in the day-to-day management of the library. Duties include policy recommendations and assisting in all aspects of library systems management. This position also has the responsibility for making difficult library technical and administrative decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field.

SUPERVISION RECEIVED:

Works under the direction of the Library Director.

SUPERVISION EXERCISED:

Supervises all library personnel in the absence of the Library Director and provides day-to-day direction and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in planning and directing the goals, objectives and operations of the Town's library.
- Gathers and analyzes information on the effectiveness and efficiency of the library and recommends operating policies and procedures.
- Assists in the supervision of subordinate professional and clerical employees. Supplements employee training and the administration of personnel policies. Reviews and conducts employee performance evaluations. Schedules staff. Processes the payroll.
- Supervises the entire book processing operation. Coordinates the acquisition of new material. Organizes book sales. Develops Grant proposals. Inspects books set aside for discard by other Librarians.

- Maintains daily contact with staff regarding systems operations problems. Troubleshoots system equipment problems and provides guidance to system users. Conducts classes on library procedures for both staff and the public.
- Develops adult and children's programs. Responsible for public relations, promoting library activities, including displays and media releases. Participates in library programs, such as reading stories to children.
- Serves as the Library Director in the Director's absence.
- Assists director in preparation of annual budget.
- Maintains branch collections. Investigates ways to improve library services to the physically challenged and visually or hearing impaired patrons.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of public library administration.
- Considerable knowledge of computer technology as it relates to public library functions.
- Considerable ability in oral and written communications.
- Considerable ability to administer the activities of a public library system and to supervise the work of others.
- Considerable ability to establish and maintain effective working relationships with superiors, coworkers, associates, officials of other agencies and the general public.

QUALIFICATIONS:

A master's degree in library science from an American Library Association accredited college or university, plus four years of progressively responsible library administration experience including at least one year in a supervisory capacity.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED:

Library computer system; personal computer, including word processing and database management software; calculator; copy and fax machine; phone; automobile.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read, analyze and interpret technical material and to effectively communicate with individuals and groups. This position requires the ability to solve practical problems and to apply technical principles and to deal with a variety of concrete variables.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job duties are generally performed in an office environment with few, if any, disagreeable conditions. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108
www.ci.east-hartford.ct.us

Phone
(860) 291-7221

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER		
		Work () Cell ()		
POSITION APPLIED FOR				
ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		DATE AVAILABLE FOR WORK		

EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____		
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address: _____	Place HS equivalency was granted: _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
School	Address	Course/Major	Degree/Certificate
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

RECRUITING INFORMATION How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name: _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME

IMPORTANT: May we contact your present employer? ☐ YES ☐ NO

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____ Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____ Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment:	Name and Title of Supervisor		Telephone Number
From _____ / _____ month year	Description of duties, responsibilities, and significant accomplishments:		
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____ Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause? ☐ YES ☐ NO
If yes, please describe _____



CERTIFICATION (READ CAREFULLY)

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed _____

Date _____



Name: _____ Position Applied For _____

References: List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets of necessary.

The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

Date of Conviction	Offense	Location of Conviction (City and State)	Sentence	Date Sentence Completed

The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

Name (Print)

Position You Are Seeking

Applicant's Signature

Date

AUTHORIZATION & RELEASE

(GENERAL EMPLOYMENT)

TOWN OF EAST HARTFORD
DEPARTMENT OF HUMAN RESOURCES
740 MAIN STREET
EAST HARTFORD, CT 06108
(860) 291-7221

DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

This form must be notarized or witnessed by EHHRD in order to be considered for employment

Signature: _____ Date Signed: _____

Print Name: _____ Social Security No.: _____ - _____ - _____

Address: _____ State: _____ Zip Code: _____

Subscribed and Sworn to before me, a Notary Public, in and for County of _____,
and State of _____, this _____ day of _____, 20____.

Notary Public /or

My Commission Expires:

Witness -East Hartford Human Resource Dept.

Revised 02/08